

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Workforce Planning and Recruitment Analyst</u>	
		Division and/or Subdivision <u>Human Resource Management</u> <u>Workforce Planning and Recruitment Unit</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>West Sacramento</u>	
		Class Title of Position <u>Associate Governmental Program Analyst</u>	
		Position Number <u>541-031-5393-752</u>	
		Effective Date <u>March 20, 2023</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Staff Services Manager I, Workforce Planning and Recruitment Unit (WPRU), the Associate Governmental Program Analyst (AGPA) independently performs the more responsible, varied, and complex technical, analytical recruitment and workforce planning activities including, but not limited to, representing WPRU at meetings and events; identifying alternate and innovative options to create interest in hard-to-fill Department specific classifications; focused recruitment for classifications; and working collaboratively with The California Department of Forestry and Fire Protection (CAL FIRE) programs to understand their workforce/succession management and recruitment needs, and to identify and recommend opportunities for improving current recruitment practices to increase visibility and awareness of career opportunities.		
30%	*Collect, analyze, prepare, and present data reports relevant to workforce planning, succession management and recruitment. Research and analyze CAL FIRE demographics, hiring data, industry trends, and industry hiring events to support workforce development, succession planning, and recruitment initiatives. Using established methodologies and best practices, performs duties associated with workforce planning, succession planning, and recruitment, which includes but is not limited to the following: classification and job-specific research, focused recruitment strategies, coordinating project teams, organizing and facilitating workshops, focus groups, job fairs, questionnaires, and surveys. Evaluate all workforce planning and recruitment efforts in attracting and hiring a talented and diverse workforce.		
	*Assist with the development, implementation, and maintenance of comprehensive statewide outreach collateral, including questionnaires, surveys, pamphlets, brochures, flyers, and presentations, to promote CAL FIRE's careers, utilizing job fairs, social media and other digital marketing platforms. Responsible for generating, editing, publishing, and monitoring daily content across the WFRU social media accounts (Facebook, Instagram, Twitter, and LinkedIn) and building and executing a social media strategy to attract and engage targeted audiences.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%

Serves as point of contact for career related internet and intranet website updates. Tracks and reports-out outreach and social media projects to leadership, related to outreach and social media activities, on a monthly basis using data and analyzing the metrics.

*Identify recruitment event opportunities statewide, coordinate the attendance of CAL FIRE staff at events if needed, and attend events statewide to attract a diverse workforce. Travel throughout California, attend job fairs and recruitment seminars, identifying and networking with appropriate associations, colleges, and organizations. Work directly with prospective employees, other recruiters, and hiring managers to attract a highly qualified candidate pool for vacancies. Prepare and present statewide recruitment training to educate prospective candidates, and other agencies, as well as train CAL FIRE programs on how to attract and hire a talented and diverse workforce. Attend the Quarterly Workforce Planning Forum and Statewide Recruiters' Roundtable meetings to stay up on state and industry standards.

10%

*Consult CALFIRE programs regarding specific workforce and succession planning challenges at the Headquarters, Region, and Unit levels. Make recommendations and provide consultation in order to develop workforce strategies and action plans. Provide guidance and direction to ensure that implementation of the Department's Workforce Plan and Succession Plan initiatives are consistently tracked, assessed, measured, and analyzed. Serves as a subject matter expert with expertise in all areas of workforce planning, succession planning and recruitment. Assist in the development and maintenance of detailed written procedures for workforce planning and recruitment programs and processes.

10%

*Provide support to various CAL FIRE teams with duties or activities related to workforce programs, processes, and outreach and onboarding efforts. Assist in creating systems for efficiently, effectively, and accurately tracking program participation and activities and make recommendations for improvements, including program goal setting, achievement, and performance measurement efforts.

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Job qualifications and/or conditions of employment: **This position requires travel up to 20% of the time. This travel may be local or statewide and may result in overnight stays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

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Initials and Date